

UTAH DEPARTMENT OF HEALTH
OFFICE OF VITAL RECORDS AND STATISTICS
APPLICATION FOR CERTIFIED COPY OF A BIRTH CERTIFICATE

Certificates for births that occurred in Utah since 1905 are on file in this office.

WARNING: It is a criminal violation to make false statements on vital records application forms or to fraudulently obtain a birth certificate. Punishment may include a civil penalty of up to \$5,000.00 and up to five years in prison. Utah Code, Sections 26-23-5, 26-23-5.5 and 26-23-6.

Vital Records validation
only

INSTRUCTIONS

1. An application must be completed for each birth requested. **Picture ID is required to obtain birth certificates.**
2. There is a fee of \$15.00 for each search of our files. Additional certified copies of this record ordered at the same time are \$8.00 each.
3. Send the completed application with an easily identifiable photocopy of the **front** and **back** of your ID and the required fee (checks or money orders made payable to Vital Records) to Office of Vital Records and Statistics, 288 North 1460 West, P O Box 141012, Salt Lake City, Utah 84114-1012. For any questions, please call (801) 538-6380.
4. If the applicant does not respond to a written request from Vital Records within 90 days, Vital Records may retain all monies paid.
5. **When you receive your birth certificate(s) please take the time to review the entire record for accuracy.** Your copy can only be replaced within 90 days from the issuance date.

IDENTIFYING INFORMATION

FULL NAME AS IT SHOULD APPEAR ON CERTIFICATE _____
DATE OF BIRTH _____
PLACE OF BIRTH (City) _____ (County) _____ (Hospital) _____
FULL NAME OF FATHER _____ BIRTH DATE _____
BIRTHPLACE OF FATHER _____
FULL MAIDEN NAME OF MOTHER _____ BIRTH DATE _____
BIRTHPLACE OF MOTHER _____

APPLICANT

RELATIONSHIP: **I am:** (Please circle one) Self Mother Father Sibling Spouse Child Grandparent Grandchild
Other (Specify) _____

Reason for requesting certificate: _____

Your Signature _____ Date _____

Printed Name _____ Telephone Number _____

Your Address _____
(City, State & Zip)

NUMBER OF CERTIFIED COPIES REQUESTED

(If this order is to be mailed, please **PRINT** the name and mailing address below)

 1 **Circle only one**  Certified Copy **OR** Card \$ 15.00 +
_____ **Additional** Certified Copies (\$8.00 each) \$ _____ +
_____ **Additional** Certified Birth Cards (\$8.00 each) \$ _____
TOTAL FEE \$ _____

For OFFICE USE ONLY (do not write below)

PAID: Check Cash Money Order Credit Card

Clerk's Initials _____

UDOH-OVRS-11 Revised 01/04

Vital Records Label Only

Vital Records Use Only

UTAH DEPARTMENT OF HEALTH OFFICE OF VITAL RECORDS AND STATISTICS FEE SCHEDULE

Fees Effective
July 1, 2003

Search and issuance of certified copy of certificate of **birth**,
Voluntary Declaration of Paternity or certificate of search 1905 - present:

Five years centered on requested year: \$ 15.00
Each additional five-years: \$ 15.00

Search and issuance of certified copy of certificate of **stillbirth**: \$ 12.00

Heritage Birth Certificate: \$ 22.00

Search and issuance of certified copy of certificates
of **death, fetal death** or certificate of search 1905 - present: \$ 13.00

Burial Transit Permit \$ 5.00

Search **Paternity Registry** \$ 9.00

Certification of **divorce or marriage (1978-2002)**
(abstract of information only) \$ 9.00

Amendments to correct information after one year of event
or **court order** changes to vital records: \$ 20.00
(includes one certified copy)

Registration and/or preparation and certified copy of
delayed birth or stillbirth certificate, a new birth certificate
after **adoption, legitimation, or adjudication of**
paternity (includes one certified copy): \$ 40.00

Duplicate copies requested with initial search: \$ 8.00

Expedite fee for same day service \$ 10.00
(Mail and credit card phone orders only)

SPECIAL HANDLING FEES (in addition to the fees listed above)

Death certificate replacement fee \$ 1.00
(Per copy within 90 days)

Credit card orders (phone only: 801-538-6380) \$ 15.50
(This includes an expedite fee for same day service and Vital Check Fee)

Express Mail or Federal Express handling Current
(according to the type of service requested) Fee

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Records may retain all monies paid.**